

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE COURTROOM CLERK

IMMEDIATE OPENINGS WITH THE CLERK OF THE SUPERIOR COURT

RECRUITMENT DATES:	Monday, November 29, 1999 - Open Continuous
SALARY:	\$11.85 - \$13.08 Per Hour Depending On Experience
POSITION QUALIFICATIONS:	<p>High School Diploma or GED Certificate and three years of office clerical, legal office or court related experience. Completion of a secretarial, legal secretarial, paralegal or court reporting training program from a business school or college may be substituted on a year for year basis. Typing at 40 words per minute. Note: Successful candidates will be subject to a fingerprint/ criminal history check. Preferred: Preference to candidates with a working knowledge of business English, spelling, punctuation and grammar; ability to transcribe written and oral dictation; computer skills; the ability to follow moderately complex written and oral instructions; the ability to speak clearly and concisely in a courtroom; the ability to make sound decisions of some difficulty in accordance with established procedures and rules.</p> <p><u>SOME POSITIONS REQUIRE SHORTHAND, SOME DO NOT. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH SHORTHAND SKILLS. TO QUALIFY FOR THIS PREFERENCE, APPLICANTS MUST PASS A SHORTHAND (GREGG, STENOGRAPHIC MACHINE OR SPEEDWRITING) TEST AT 100 WPM.</u></p>
ESSENTIAL JOB TASKS:	<p>Records a variety of court proceedings; attends each session of court and prepares minutes of all court proceedings; marks and maintains all exhibits submitted to the Court; administers all oaths; impanels juries; recites information from indictments in criminal trials; recites verdicts and polls jurors; takes and transcribes oral dictation from judicial officers; may transcribe from a Dictaphone; prepares and processes jail releases, warrants and confidential orders; processes and files court documents; maintains lists of cases under advisement by judicial officers for quarterly submission to Supreme Court; responsible for notifying litigants, attorneys and other court and government agencies by minute entry form of case status or hearing dates; assists in training of other Court Clerks; proofreads and edits work for accuracy and detail.</p>
SELECTION PROCEDURE:	<p>WRITTEN EXAM AND TYPING TEST. "TYPING TESTS ARE PERFORMED ON PERSONAL COMPUTERS." The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. <u>THOSE SELECTED WILL BE REQUIRED TO PASS A WRITTEN EXAM AND A TYPING TEST AT 40 WORDS PER MINUTE. NOTE: SINCE MANY ASSIGNMENTS REQUIRE SHORTHAND SKILLS, APPLICANTS WILL BE AFFORDED THE OPPORTUNITY OF PARTICIPATING IN A SHORTHAND EXAM.</u> The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.</p>
NOTE TO EMPLOYEES:	Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.
FILING PROCESS:	<p>Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602-506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. Internet Address: www.maricopa.gov</p>
WHAT HAPPENS TO YOUR APPLICATION:	<p>Refer to page 4 of the application form for complete information.</p> <p>IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES <u>AN EQUAL OPPORTUNITY EMPLOYER</u></p>
ANNOUNCEMENT NUMBER:	106296/CM-7A
RECRUITMENT ABBREVIATION CODE:	CTRMCLK
DATE PUBLISHED:	Monday, September 18, 2000
	Supersedes: 105063

COURTROOM CLERK SKILLS INVENTORY

1. **JOB TASKS:** For each task listed, check the appropriate box.

<i>HAVE PERFORMED</i>	<i>NEVER PERFORMED</i>	<i>LIKE</i>	<i>DISLIKE</i>	<i>TASKS</i>
				Filing, sorting or arranging documents or other materials
				Operating office machines
				Answering the telephone
				Acting as receptionist, assisting people
				Reviewing documents for accuracy and/or completeness
				Typing from transcription equipment (Dictaphone)
				Typing minutes using mechanical transcription equipment
				Taking notes at meetings and preparing minutes
				Taking and transcribing oral dictation
				Preparing/maintaining records

2. **SHORTHAND SKILLS:**

Do you have shorthand skills? _____ YES _____ NO

If yes, approximate words per minute at which you can take shorthand _____

If yes, would you like to be scheduled to take the shorthand exam? _____ YES _____ NO

3. **COMPUTER SKILLS:**

List the word processing software packages with which you are proficient:

SIGNATURE/DATE

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